

23 May 1955

Career Development -- Geographic Area

Each of the four Divisions of the Geographic Area is staffed mainly by geographers, yet the duties and functions of each Division are quite different, and, as a result, employees develop along different lines of specialization. Within each Division there is considerable opportunity for progress for those who are willing to link past education and experience with on-the-job experience, and to supplement these qualifications with additional training and the rendering of an excellent on-the-job performance. Individuals should recognize, however, that this is of necessity a competitive situation, and quality of performance, sincerity of expended effort, and competitive status are factors which have to be considered by supervisors and Division Chiefs.

In addition to development and progress within a Division, there is opportunity for individuals, generally through GS-9, to move from one Division to another, when it is felt that these moves are beneficial to the individuals and to the Divisions concerned. Desires for moves of this type should be brought to the attention of Branch or Division Chiefs, and the individuals will then receive full consideration when vacancies occur. Above GS-9, due to subject specialization, the flexibility decreases and any moves are usually related to supervisory or administrative abilities of the individuals.

When it is felt that an individual has achieved his maximum development and personal progress within the Geographic Area there are still possibilities for progress within other components of the Agency. Well-trained geographers with experience in the Geographic Area have transferred to OO, and DDP; librarians have possibilities in OGD, and in the Office of Training; cartographers have opportunities in other specialized cartographic or presentation units in the Agency.

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LIBRARIANS

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RESTATEMENT OF OBJECTIVES FOR CAREER SERVICE

3. Map Library Division

a. Librarian (Supervising Cataloger or Reference)

objectives: To provide over a period of years, on the job experience and additional training which will assist in the maximum development of any junior grade librarian for progression to higher level librarian positions (cataloger or reference)

- 1) An opportunity for on the job experience to develop
 - a.) A competent knowledge of map and book cataloging principles as practiced in the Map Library.
 - b.) A comprehensive knowledge of the geographical reference materials held in the various collections of the Map Library.
 - c.) Knowledge of servicing units in other mapping agencies utilized by the intelligence community.
 - d.) A working knowledge of the functions of each branch in the Map Library Division.
 - e.) General knowledge of the functions of each Division in the Geographic Area.
- 2) An opportunity for extra training to increase competence through
 - a.) Reading courses of Indo-European languages (or Chinese, Japanese as required) pertinent to area of responsibility.
 - b.) Basic country survey courses as required.
 - c.) General geography courses as required.
 - d.) Area geography courses as required.
 - e.) Library science courses as required.
 - f.) Basic supervision courses as required.
- 3) An opportunity to keep informed of current research and activities in professional fields by
 - a.) Attending conferences, conventions and meetings of library associations.
 - b.) Attending conference conventions and meetings of geography associations.
 - c.) Viewing travel films and attending lectures on geographical subjects.
 - d.) Reading geographic literature.

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GEOGRAPHERS

RESTATEMENT OF OBJECTIVES FOR CAREER SERVICE

4. Map Library Division

- a. Geographer Area Desk Officer or Reference Librarian
objectives: To provide over a period of years, on the job experience and additional training which will assist in the maximum development of any junior grade geographer for progression to higher level positions as geographers in Procurement or Reference Branches.
- 1) An opportunity for on the job experience and briefings to develop
 - a) A knowledge of the holdings and reference tools of the Map Library and an ability to utilize these resources in giving reference service and in the preparation of requirements; a general knowledge of the holdings of other government map libraries and a detailed knowledge of their requirements.
 - b) An ability to evaluate map holdings with view to selecting irrelevant and obsolete materials, and to recognize significant gaps to be filled by the preparation of requirements.
 - c) A working knowledge of the functions of each branch in the Map Library Division and a general knowledge of the functions of each Division of the Geographic Area.
 - d) A detailed knowledge of collection channels and techniques in CIA, Department of State, Department of Defense, the Library of Congress and other civilian agencies. An understanding of the relationships between the intelligence components of the Department of Defense and the mapping components.
 - e) A knowledge of the research programs, research techniques, sources of information and end uses of products of other parts of the Geographic Area. An understanding of the research programs served by the other participating agencies in the Inter Agency Map Procurement Program.
 - f) A general working knowledge of terminology and techniques used in surveying, mapping and reproduction.
 - g) An overall knowledge of the mapping programs of U. S. mapping agencies and of commercial and governmental programs involving overseas mapping.
 - h) An ability to interpret and evaluate maps.

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- 2) An opportunity for extra training to increase competence through
 - a) Reading courses of Indo-European languages (or Chinese, Japanese as required) pertinent to area of responsibility.
 - b) Basic country survey courses as required.
 - c) General geography courses as required.
 - d) Area geography courses as required.
- 3) An opportunity to keep informed of current research in professional fields by attending conference conventions and meetings of geography associations.
- 4) An opportunity for viewing travel films and attending lectures on geographical subjects.

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